

Student Social Media Policy at International School Almere

This policy is for the students at the International School Almere. Its purpose is to clearly outline the schools' expectations.

International School Almere expects students to safely and respectfully make the most of social media, both within and outside school hours. The term social media is given to the use of web sites and other online and off-line facilities, which allow the opportunity of sharing valuable information - text, images and audio. **For example** - social networking, video sharing, blogs, micro-blogging, message boards, wikis and social bookmarking, etc.

Digital behaviour on social media does not differ from real life behaviour within school. One press of a button and the information is published on-line, and it can be very difficult or impossible to delete.

Think again when posting something inappropriate

1. Respect is to be shown both on-line and offline at all times
2. Do not post slanderous, obscene or insulting comments
3. Do not view, post or download illegal, or degrading material
4. Do not post overheard / private conversations without permission of all those involved
5. Do not post work, thoughts or opinions of others without permission
6. Do not log into, explore, change nor create other students and staff password protected environments

When inappropriate use of social media has been discovered mentors should be informed immediately and further steps will be taken. Violation of these rules can result in suspension or even expulsion.

Social safety precautions

1. Protect your personal information by double-checking the privacy settings on social media
2. Make sure you always log out after you are finished
3. Protect your devices (all of them) with different passwords
4. Ensure that the automatic locks on your devices are enabled and that the lock time if the device is not in use is minimal
5. Never share your password
6. Do not open emails or messages that do not look authentic or are sent by people that you don't know.

Identity theft, bullying, stalking

1. **never** give out passwords
2. **never** give personal details on-line Eg. address, telephone and holiday plans
3. **never** meet with someone you only know on-line
4. **never** post photographs of yourself or others on-line in an unprotected environment
5. **always inform your mentor if something does happen**

Use of social media guidelines – Employees and volunteers

1. Employees must always show restraint when using social media and separate their private life from school life by customising privacy settings plus avoid publishing inappropriate personal information - even if settings are private as they have no control over the setting of their friend's accounts
2. Employees are personally responsible for anything they publish
3. On education issues employees need to be clear whether they publish in a personal capacity or on behalf of the school
4. School administrators, teachers and executives are always a representative of the school
5. Employees of the school may not publish confidential information on social media
6. Employees must not argue with a student or parent on social media
7. All staff must be aware that publications on social media are always discoverable
8. When inappropriate use of social media is discovered the head of school should be informed immediately.
9. Respect is to be shown both on-line and off-line